



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information:

Job Title: 28405 - Auditor - GS-9

Salary Range: \$44,941 - \$71,467

Vacancy Open Period: 09/05/2017-09/05/2018

Position Type: Cadre

Who May Apply: Internal and External Candidates

Division: IC IG/AUD

Duty Location: Reston, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal or external candidate to fill a GS-9 cadre position.

Who May Apply

Current GS employees at the same grade or up to two grades lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current ODNI permanent cadre.
 - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
 - Current Federal Government employees.
 - Candidates outside the Federal Government.

Salary Determination



- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.

Component Mission

The Inspector General (IG) conducts, supervises, and coordinates inspections, audits, investigations, and reviews relating to the programs and operations over which the Director of National Intelligence has authority and responsibility.

Major Duties and Responsibilities (MDRs)

- The incumbent, a junior auditor, works as a member of an audit team, completes required and agreed upon training courses, and performs a variety of audit tasks that require semi-independent application of conventional audit techniques within different areas of IC operations. Audit assignments normally require basic analysis of processes, data, systems, organizational relationships, policies and internal controls applicable to relatively uncomplicated areas of IC operations related to an audit project.
- Researches applicable laws, directives, regulations, manuals, prior studies, and audit reports to gain knowledge and understanding of areas being audited.
- Conduct comprehensive program, financial, contract, acquisition, and information technology-related engagements, including audits, reviews, and other projects, of activities within the Office of the Director of National Intelligence (ODNI), and the Intelligence Community (IC) at-large to detect and prevent waste, fraud and abuse, and ensure compliance with applicable standards.
- Attends entrance conferences with officials at the audit site.
- Completes segments of an audit as directed. Identifies applicable client personnel that have management responsibility for the area being audited and data sources necessary to meet the requirements of the audit guide. Plans and organizes work to meet required milestones dates.
- Prepares work papers to document the work accomplished which include narratives explaining auditor conclusions based on evidentiary support. Ensures data in the work papers is relevant to the audit objectives and supports audit conclusions and findings.
- Obtains data relevant to area being audited by reviewing reports and regulations, examining transactions and supporting hard copy documents, interrogating data bases, and interviewing client personnel.
- Identifies and documents procedures, policies, organizational relationships, and transaction flow in areas being audited. Compares observed results, when working in an audit area to specified requirements in regulations and informs AIC or supervisor when noncompliance with regulations is found, when unforeseen problems are encountered, or when unusual transactions are noted that require the attention of the AIC or supervisor.



- Completes multiple steps in an audit guide as directed by the AIC or supervisor and documents work accomplished to meet audit requirements. Prepares work papers that are organized, titled, indexed, and cross-referenced, and include required schedules, exhibits other evidential matter relevant to audit assignments. Performs accurate mathematical computations and cross-foots data as required.
- Participates in discussions with audit clients to answer questions related to audit work and prepares written narratives on the results of such discussions.
- Assists senior auditors in writing segments of draft and final audit reports, following the standard written product format.
- Assists in developing audit recommendations for management action needed to correct the problems and deficiencies cited in the report.
- Prepares and processes all necessary forms to meet administrative requirements of audit duties.
- Prepares individual development plan and attends scheduled training in accordance with prescribed requirements.
- Maintains security and accountability of classified information.

Mandatory and Educational Requirements

- Professional knowledge of the theory, concepts, and practices of accounting and auditing such as gained through the accomplishment of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree, and one year of experience at or equivalent to the next lower grade; and skill to apply this knowledge to a very broad range of assignments. Ability to interview personnel to gain information and competent writing ability.
- Professional knowledge of the concepts and principles of accounting and auditing or sufficient to do work designed to meet these types of objectives:
- Ability to apply audit concepts, principles, procedures, and techniques as they are applied in the IC;
- Develop familiarity with the systems, practices, regulations, and operations of IC programs;
- Skill in applying fact finding and investigative techniques to gather information to resolve problems and support recommendations;
- Knowledge in the use of interpersonal relations techniques to meet and deal effectively with others at all levels of authority.
- Proficient oral and writing communication skills to present clear and concise information, answer detailed questions, and write clear and logical workpapers and sections of reports.

Desired Requirements

None.



Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (*Daniel J.*) and hoylegr@dni.ic.gov (*Greta H.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

External Candidates:

Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of an ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

A complete application must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.



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- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- e. **SF-50:** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.

WHERE TO SUBMIT: Applications should be sent to Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (*Daniel J.*) and hoylegr@dni.ic.gov (*Greta H.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3811.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3811; Email: Recruitment_TeamB@dni.gov

Other Information

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfeds.com>



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- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered): <http://www.opm.gov/retire/index.asp> If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**